

**Payroll Service Bureau
Operations Calendar**

February 2020

Mon	Tue	Wed	Thu	Fri
3	4 Semi-Monthly Salaried Payroll Paperwork Deadline 1/25 - 2/9, 11am PMIS Update Deadline 1/25-2/9	5 Submit January BES Premium Reward Discrepancy Report (PM4405) dated 2/1 required for January Health Care Reconciliation Ensure Bi-Weekly Wage TAL Batches Loaded or Paperwork Submitted for 2/14 Wage Pay Day Cycle 1 1/19 - 2/1 Cycle 2 1/20 - 2/2 Cycle 3 1/17 - 1/30	6	7 Notify PSB of any PMIS Changes affecting 1/25-2/9 Classified Employees
10 Semi-Monthly Salaried Payroll Certification Deadline 1/25-2/9 CIPPS Leave Paperwork Deadline 1/25-2/9	11 Bi-Weekly Wage Payroll Certification Deadline for 2/14 Wage Pay Day Cycle 1 1/19 - 2/1 Cycle 2 1/20 - 2/2 Cycle 3 1/17 - 1/30	12 Distribute 3rd Party Pmt's & Live Paychecks to Agy's re: Semi-Monthly Pay Distribute Live Paychecks to Agy's re: Wage Pay	13 CIPPS Leave Keying Deadline - 1/25-2/9 Distribute 3rd Party Pmt's to Agy's re: Wage Pay	14 Semi-Monthly Salaried Employee Pay Day Bi-Weekly Wage Employee Pay Day
17 Holiday	18 Semi-Monthly Salaried Payroll Paperwork Deadline 2/10 - 2/24, 11am PMIS Update Deadline 2/10-2/24	19 Ensure Bi-Weekly Wage TAL Batches Loaded or Paperwork Submitted for 2/28 Wage Pay Day Cycle 1 2/2 - 2/15 Cycle 2 2/3 - 2/16 Cycle 3 1/31 - 2/13	20	21 Notify PSB of any PMIS Changes affecting 2/10-2/24 Classified Employees
24 Semi-Monthly Payroll Certification Deadline 2/10-2/24 CIPPS Leave Paperwork Deadline 2/10-2/24	25 Bi-Weekly Wage Payroll Certification Deadline for 2/28 Wage Pay Day Cycle 1 2/2 - 2/15 Cycle 2 2/3 - 2/16 Cycle 3 1/31 - 2/13	26 Distribute 3rd Party Pmt's & Live Paychecks to Agy's re: Semi-Monthly Pay Distribute Live Paychecks to Agy's re: Wage Pay	27 CIPPS Leave Keying Deadline - 2/10-2/24 Distribute 3rd Party Pmt's to Agy's re: Wage Pay	28 January Healthcare Certification Due Semi-Monthly Salaried Employee Pay Day Bi-Weekly Wage Employee Pay Day

All Agy's have adopted a Cardinal Bi-weekly Payroll Cycle. The Bi-weekly Payroll Cycles are as follows:

Cycle 1	122, 123, 129, 132, 140, 147, 148, 151, 152, 154, 156, 157, 161, 165, 174, 191, 194, 200, 202, 218, 222, 223, 226, 233, 238, 245, 350, 400, 402, 409, 413, 417, 423, 425, 440, 505, 506, 602, 720, 765, 778, 841, 851, 937, 938, 957, 960
Cycle 2	133, 136, 141, 143, 201, 241, 848, 948
Cycle 3	127, 146, 181, 199, 239, 403, 405, 411, 942